

Project Title

Reclamation SJRIP Program Management

Bureau of Reclamation Agreement Number:

None

Reclamation Agreement Term

Ongoing

Note: Recovery Program FY23 scopes of work are drafted in May 2022. They often are revised before final Program approval and may subsequently be revised again in response to changing Program needs. Program participants also recognize the need and allow for some flexibility in scopes of work to accommodate new information and changing hydrological conditions.

Lead Agency:

Bureau of Reclamation

Principal Investigator:

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Category:

- Ongoing project
- Ongoing-revised project
- Requested new project
- Unsolicited proposal

Expected Funding Source:

- Annual funds
- Capital funds
- Other [explain]

Relationship to LRP:

Supports Program goals and management by supporting and funding approved activities

Study Background/Rationale and Hypotheses:

Program Management funds support Reclamation staff involved in program management. Funds are used for the administration of funding agreements, including issuing requisitions for program supplies, and the preparation and oversight of work conducted under interagency agreements, cooperative agreements, contracts, and grants. The funds are also used for formation and participation of the technical and peer-review committees, implementation of committee assignments not specifically identified in a scope of work, reporting, and coordination of water operations. Management support for Capital fund projects, including technical oversight, budgeting, preparation of bids and funding

agreements is covered in a separate scope of work. Participation in Hydrology and Biology Committee meetings and business is paid for separately by Reclamation with funds unrelated to the SJRIP.

Study Goals, Objectives, End Product(s):

Fund SJRIP SOWs through various contracts, grants, and cooperative agreements

Study Area:

None

Task Description, Deliverables and Schedule:

Task: Manage and administer funding for Recovery Program projects related to the Biology Committee activities. Funding Recovery Program projects requires establishment or modification of approximately 20—30 Reclamation funding agreements or contracts each year. Each financial agreement requires multiple steps and activities, including: submission of requests for Federal assistance for Recovery Program-approved projects; working with Recovery Program’s office on funding issues; reviewing and approving (if warranted) project budgets; writing SOWs for RFPs, requesting obligations to cover funding agreement or contract awards; awarding agreements or contract funding to recipients; maintaining agreement and contract filing system including agreement instruments, invoices, and accruals; reviewing and tracking budgets; participating in audits; reviewing and approving invoices; performing periodic site visits to monitor project performance and progress; filing advanced procurement reports; organizing and participating on TPECs; drafting requests for proposals (RFPs); evaluating proposals and awarding contracts; performing agreement closeouts; answering agreement inquiries from auditors, assistance recipients, and the Recovery Program; recording project performance and status of deliverables; and filing recipient performance reports.

Deliverables/Due Dates: Requests from the Recovery Program for funding are processed as they are received. Other deadlines for committee activities are set by the Recovery Program participants during the development of the annual workplan.

Budget Summary:

FY Year	<i>BOR</i>
2023	\$222,300
2024	\$230,000
2025	\$240,000
2026	\$250,000
Total	\$942,300

Reviewers:

References: